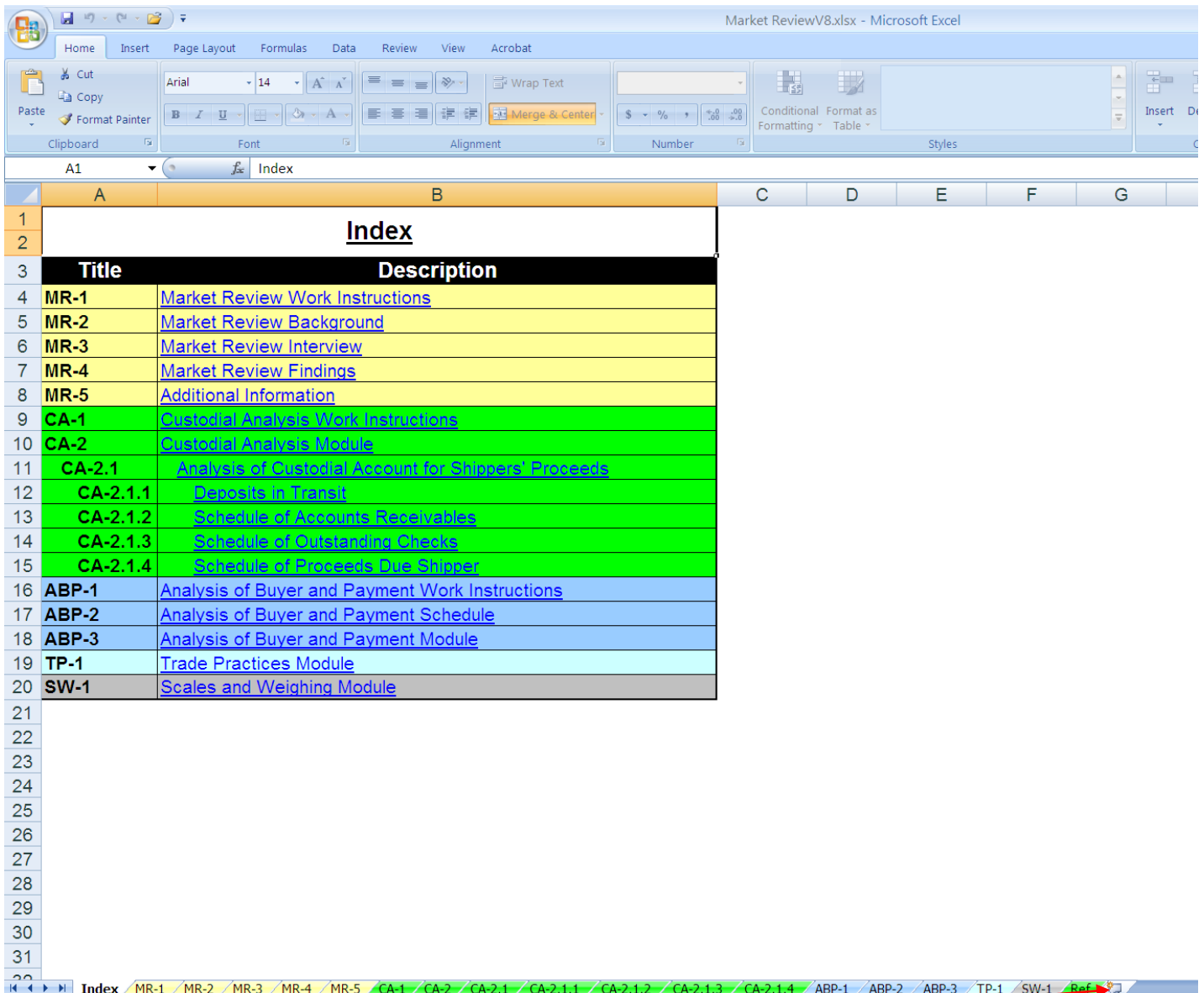# Imbedding Documentation

Adding documentation, specifically pdf scanned images, to regulatory modules minimizes excessive document clutter within ECM as well as delivers a product to Unit Supervisors that is an all-n-one package without additional downloading. The following steps outline how to embed documentation into Excel based regulatory modules.
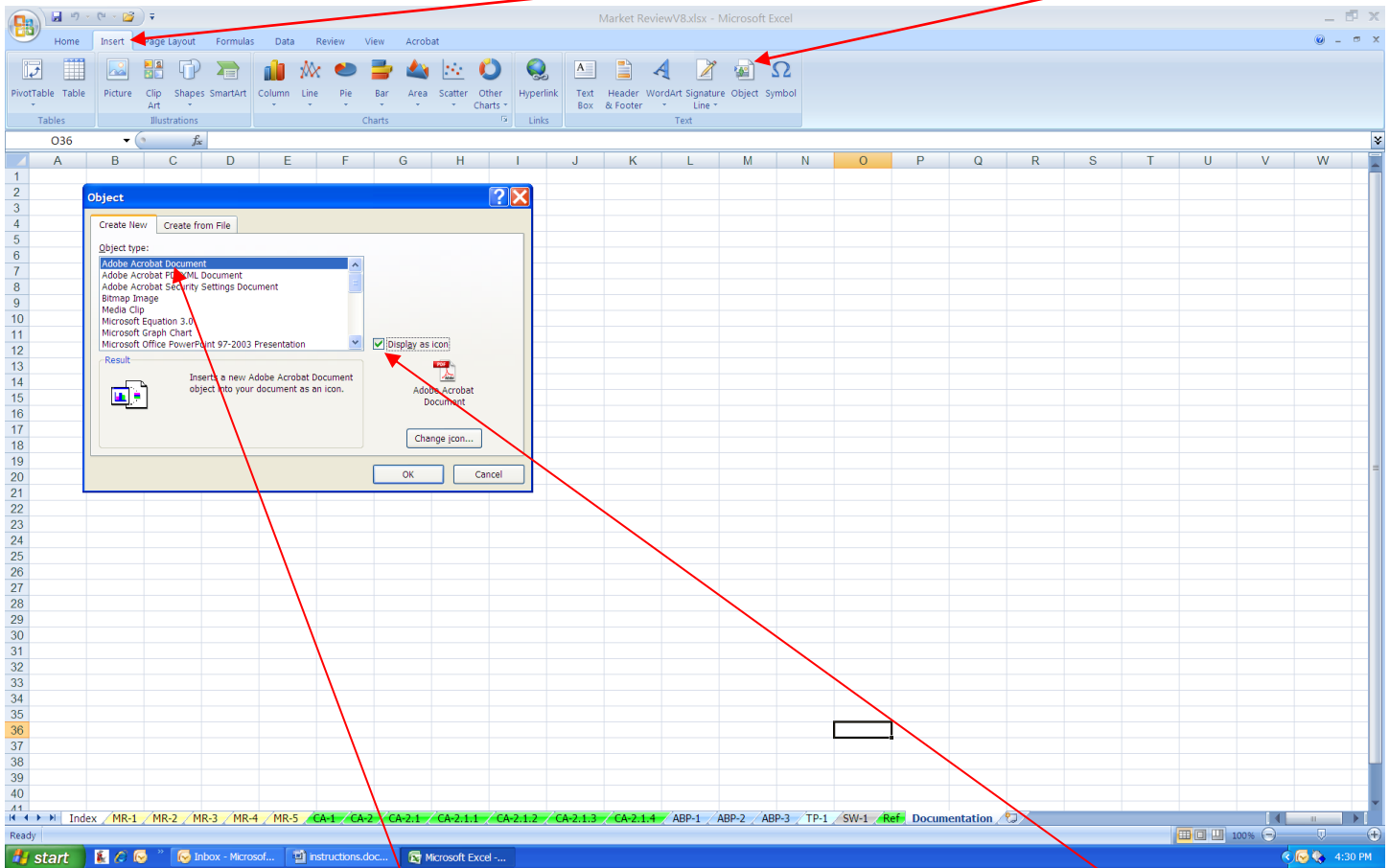
(1) Open the module and add an additional worksheet to the module that you should name "Documentation".

To add a worksheet, left click here, then right click and select "Rename".

(2) Click on the new tab "Documentation" and go to the "Insert" menu at the top and select "Object".

(3) Make sure that the "Adobe Acrobat Document" is selected and the box is checked for "Display as Icon". Then click OK and find the bank statement/deposit slip or whatever document that you need to include as documentation as set forth in the module instructions. Once you have found the document, click "open". It will then open the pdf document. Simply click the "X" in the upper right hand corner.

(4) Arrange the pdf icons and add a name or description below each icon
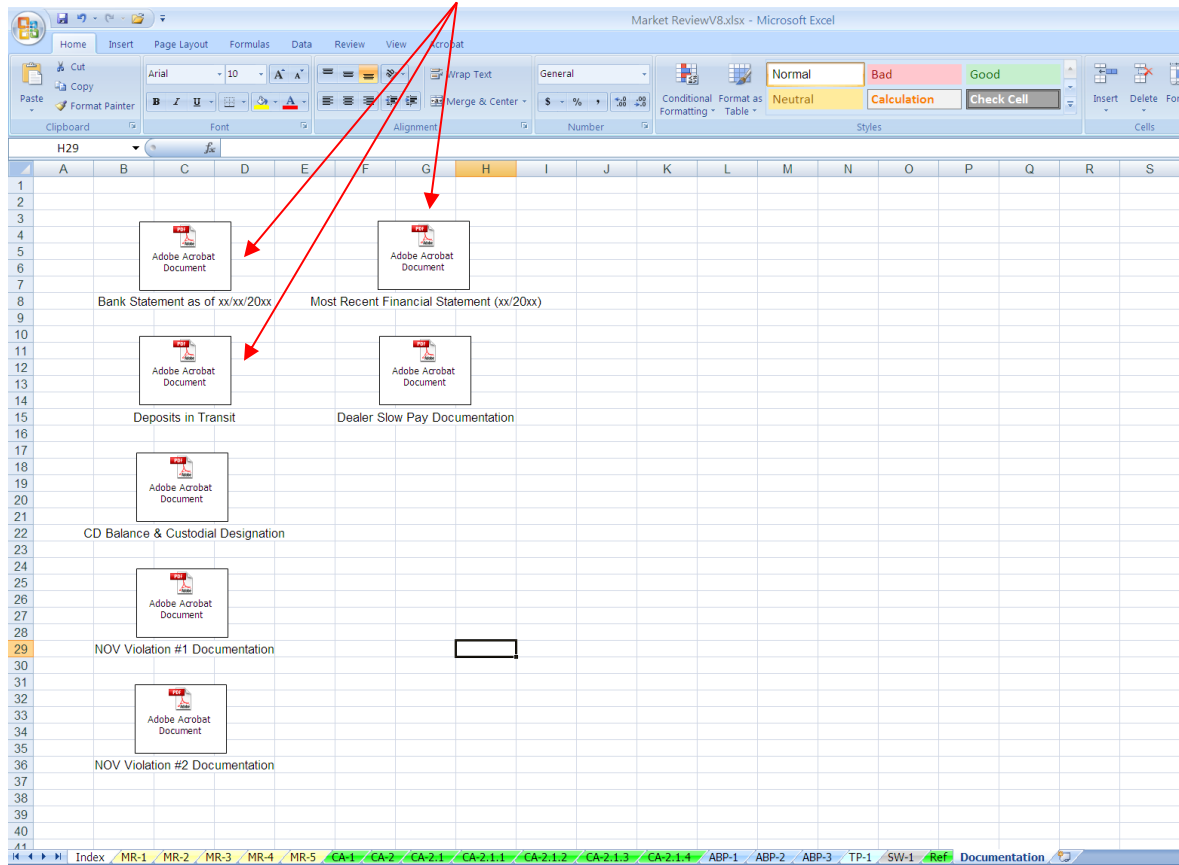
- If while embedding any item you receive an error, first make sure the document isn't open on your desktop. If the item was not open and still generated an error, try opening the pdf document through Adobe and printing the documentation to the Adobe PDF printer. You will have to rename the item (perhaps just add a "2" at the end). The purpose for doing this is that on occasion, either Windows or Adobe may create an error within the code of an image that prevents it from being embedded properly into Excel. By printing to Adobe PDF printer, you have essentially made a copy of the document and very likely corrected whatever error was in the original code.